

Los Alamos

NATIONAL LABORATORY

memorandum

Los Alamos Neutron Science Center

TA-53 Facility Management Office

To/MS: Roger Pynn, DDLANSCE, H845

From/MS: Jim Fraser, LANSCE-FM, H814

Phone/FAX: 665-2584 / 665-4825

Symbol: LANSCE-FM:98-028

Date: March 18, 1998

Subject: Facility Management Steering Council (FMSC) Meeting Minutes, Mar 18, 1998

Attending:

Voting Members: Roger Pynn, DDLANSCE (Chair)
Martha Zumbro, LANSCE-6
Joyce Roberts, LANSCE-12
Susan Seestrom, P-23
Dan Rusthoi (for Jim Anderson, APT-TPO)
Jim Fraser, LANSCE-FM

Nonvoting Members: K. Aaron Menefee, BUS-2/ LANSCE
Herman Vogt, BUS-2/ LANSCE

Absent:

Voting Members: Michael Fazio, LANSCE-9
Gene Peterson, CST

Nonvoting Members: None

Action Items

Facility Manager Prepare comprehensive list of “one-time” costs needed in FY99 for Council.

Council Meet to discuss and approve Facility Management FY99 budget.
Will also need to establish approach for recharge rate structure.

Discussion

1. Roger Pynn (Landlord/Chairman) opened this “Voting Members Only” meeting by stating there are two approaches to setting the FM budget; the “bottoms up” approach that identifies

B. Susan Seestrom added that we need to keep program affordability clearly in focus.

C. There was general consensus among the members that this was a valid way to proceed.

3. Jim Fraser (Facility Manager) presented the proposed \$2.06M budget delta from the \$8.34M FY97 actual costs (see minutes & presentation slides for Mar 13 meeting).
4. After considerable discussion, Roger synopsisized the Council's general consensus on the delta as follows:

A. Project Program Management: Agreed to \$200K increase as valid.

B. Maintenance & Operations:

- 1.) Vehicle Maintenance (30 Ton Forklift): Did not approve. Recommended LANSCE-7 establish support agreements with groups needing forklift support.
- 2.) Fire Protection IT&M: Approved \$188K increase with understanding that the institutional FSS recharge will drop by an equivalent amount. Direct FM to make this point with the institutional FM budget review committee.
- 3.) "Rolling" Breaker Maintenance: Disapproved \$200K increase. Agreed in principle with establishing this program, but noted that FY98 costs of approx \$1M will result in net increase of \$800K in the preventive/predictive maintenance budget in FY99.
- 4.) Year 2000 System Upgrades: Agreed to \$185K increase. Directed the FM to identify all "one-time" costs to Council for possible funding via other sources.
- 5.) Work Control: Agreed to \$55K increase.

C. Management & Administration: Agreed to \$180K increase for deputy group leader and on-call pay.

D. Safety Program:

- 1.) Distributed ES&H Costs: Disapproved \$400K increase. Council directed FM to reduce Safety Program costs on TA-53 by \$400K. Will force "near-death" experience and help focus safety program on bare essentials and pure customer support.
- 2.) Issues Manager: Disapproved \$100K increase. Recognized and supported the need but disapproved the increase since the Issues Manager is currently on-board and part of the FY98 safety program cost.
- 3.) Emergency Notification System: Agreed to \$65K increase.

5. Roger discussed the “top down” assessment of affordability with the members. The general consensus was that the mesa could not afford more than a \$1M increase in recharge taxes over the FY98 budget of \$8.2M. In addition, the council established these guiding principles.
 - A. Recognized need to increase investment in maintenance of the plant.
 - B. Directed FM to reduce overall costs for safety and improve customer focus.
 - C. Requested FM identify all “one-time” costs.
 - D. Recognized need for more “high-level” people in FM.
 - E. Recognized need to fund increase of \$1.3M but could only afford increase of \$1M. Some work will not get done.
 - F. Made FM budget of \$9.2M contingent on stable program funding to tenant organizations. The FM budget should rise and fall as part of the TA-53 team.
6. Since all voting members could not attend (or stay for the full discussion), Roger suggested another FM Steering Council meeting soon to ensure all members were in agreement with this approach and FY99 budget level. The Council will also need to determine the rate structure for recharge as well.

Respectfully submitted,

Jim Fraser

James R. Fraser
TA-53 Facility Manager